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INSTRUCTIONAL MATERIALS FROM MISSOURI CURRICULUM MATERIALS LABORATORY.

MISSOURI UNIV., COLUMBIA

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DESCRIPTORS- *BIBLIOGRAPHIES, *VOCATIONAL EDUCATION, *INSTRUCTIONAL MATERIALS, COLUMBIA

THIS LIST OF INSTRUCTIONAL MATERIALS FOR COOPERATIVE EDUCATION CLASSES INCLUDES (1) GENERAL RELATED STUDY GUIDES AND STUDY GUIDES FOR SPECIFIC OCCUPATIONS IN COOPERATIVE CLASSES, (2) STUDENT MANUALS AND INSTRUCTOR'S GUIDES FOR PREPARATORY CLASSES, AND (3) COMPREHENSIVE COURSE OF STUDY FOR INSTRUCTORS' USE ONLY. PUBLICATION DATES ARE SHOWN, AND PRICES FOR STUDENT MANUALS AND CORRESPONDING TEACHER'S KEY OR GUIDES ARE LISTED. (EM)

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Available through
Department of Industrial Education
University of Missouri
Columbia, Missouri
February 1, 1967

SECTION I. INSTRUCTIONAL MATERIALS FOR COOPERATIVE CLASSES

Description: The GENERAL RELATED STUDY GUIDE (student's manual) includes instructional materials common to and essential in the occupational adjustment of all young workers, organized into assignments for individual and group study. It is intended that each student in the class should have a copy of this manual. The COORDINATOR'S MANUAL for the General Related Study Guide includes a list of references needed, suggested extra assignments for advanced students, lists of visual aids for use in teaching the various units, and an objective test, with key, covering each assignment outlined in the student's manual.

Each STUDY GUIDE FOR SPECIFIC OCCUPATIONS (student's manuals) includes an analysis showing what the worker must know and be able to do, and the personality traits essential for success in the occupation, with assignment sheets containing learning activities, references, and objective type questions for individual study. The teacher's keys for these specific occupational materials include answers to questions in the student's manual and page numbers where answers are found in the references assigned. They are intended to enable the coordinator to check accurately and quickly the student's work in the classroom.

Note: Order all materials by full title shown (Specify if key is desired) SEE HOW TO ORDER--LAST PAGE

	Title	Publication Date	Price of Student's Manual*	Price of Teacher's Key*
1.	GENERAL RELATED STUDY GUIDE	Aug. 60	$1.50	--
2.	GENERAL RELATED STUDY GUIDE--COORDINATOR'S MANUAL	Aug. 60	--	$1.50
	Study Guides for Specific Occupations:			
3.	Auto Body Repair	Mar. 65	1.50	.50
**4.	Auto Mechanics Individual Study	July 66	1.50	.50
5.	Cabinetmaking	Jan. 65	1.50	.50
6.	Carpentry	Sept. 62	1.75	.50
7.	Chef	Jan. 64	1.50	.50
8.	Cleaning and Pressing	Sept. 58	1.50	.50
9.	Dental Assistant	Apr. 61	1.50	.50
10.	Dental Laboratory Technology	Nov. 60	1.50	.50
**11.	Electrical Appliance Servicing Individual Study	Aug. 66	1.50	.50

* Includes regular postage in continental U. S.
** See Section II for Study Guides designed for Group Instruction in Preparatory Classes.

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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	Title	Publication Date	Price of Student's Manual*	Price of Teacher's Key*
12.	Electrical Construction (Interior Wiring)	Jan. 67	$1.50	.50
13.	Floristry	Feb. 67	1.50	.50
14.	Food Service	Jan. 63	1.50	.50
15.	Food Service Supervisor (Institutional)	Aug. 63	1.50	.50
16.	Frozen Food Locker Plant Operation	1949	1.25	(key out of print)
17.	Furniture Retailing	June 51	(temporarily out of print)	
18.	General Mechanics (Small gas engines, lawnmowers, bicycles, keys)	Aug. 63	1.50	.50
19.	Grocery Store, Retail	(temporarily out of print)		
20.	Hardware Retailing	Oct. 65	1.75	.50
21.	Hotel Management	1949	1.25	(key out of print)
22.	Jewelry Making and Repair	Dec. 56	1.50	.50
23.	Machine Shop	Nov. 62	1.50	.50
24.**	Management Individual Study	(Available March 67)		
25.	Meat Cutting	Apr. 65	1.50	.50
26.	Medical Assistant	July 64	1.50	.50
27.	Medical Record Technology	Aug. 64	1.50	.50
28.	Merchandising Individual Study	Nov. 65	1.50	.50
29.	Nursing Assistant	Jan. 67	1.50	.50
30.	Offset Lithography	Apr. 64	1.50	.50
31.	Painting and Decorating	May 66	1.50	.50
32.	Printing	May 63	1.50	.50
33.	Projectionist, Motion Picture	Sept. 60	1.50	.50
34.	Radio and TV Servicing	Feb. 67	1.75	.50
35.	Salesmanship Individual Study	Feb. 66	1.50	.50
36.	Sheet Metal	Jan. 67	1.50	.50
37.	Shoe Retailing	1952	1.25	.50
38.	Tile Setting	Sept. 57	1.50	.50
39.	Upholstery	Oct. 64	1.50	.50
40.	Variety Store Merchandising	(temporarily out of print)		

SECTION II. INSTRUCTIONAL MATERIALS FOR PREPARATORY CLASSES
(Student Manuals and Instructor's Guides)

Description: The following materials are designed for group instruction in day and evening classes in vocational-technical education. The Student's Manuals are designed to be issued to the individual student as a study guide for technical and related information. The Instructor's Guides are designed with a source of reference for the discussion questions, suggested instructional aids and other helpful instructional devices (some include unit tests).

Where Group Instruction is designated it is intended that such study guides should be used with a large group or class in guiding class

discussion. There is a corresponding study guide in Section I which is correlated with the Group Instruction study guide that may be used for providing an objective type examination covering the identical content of each respective assignment.

Note: Order by full title as shown. (Specify if Instructor's guide is desired)

Title	Publication Date	Price of Student's Manual*	Price of Instructor's Guide*
***41. Auto Mechanics Group Instruction	1966	$1.50	$1.50
42. Building Trades	1963	1.50	.50
***43. Electrical Appliance Servicing Group Instruction	1966	1.50	.50
***44. Management Group Instruction	(Available March 67)		
45. Merchandising Group Instruction	1966	1.50	.50
***46. Salesmanship Group Instruction	1966	1.50	.50

SECTION III. COMPREHENSIVE COURSES OF STUDY
(For Instructors' Use Only)

Description: Unless otherwise stated, the following courses of study are designed as teachers' guides and include a detailed analysis of instructional units texts and references keyed to assignment sheets, suggested evaluation procedures and sample tests, suggested facility, equipment lists, instructional aids and devices, films and supplementary references. These are intended to be used in preparatory and in-service classes in industrial education.

Title	Publication Date	Price
47. Applied Electricity	1964	$2.00
48. Design Drafting (for title III G.B. technical classes)	1966	2.00
49. Electronics Technology (for title III G.B. technical classes)	(Available Fall 1967)	
50. Materials Testing (course outline only--for title III G.B.)	1963	(limited copies free)
51. Water and Sewage Treatment	1963	2.00

How to Order.

Orders should be sent to the DEPARTMENT OF INDUSTRIAL EDUCATION, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI. Send an official order stating full title (specify if key or Instructor's guide is desired), and the instructional materials will be forwarded. A statement for such material is sent to you at the time the material is shipped, for which prompt remittance is expected. Such remittance should be returned directly to the University Cashier's Office, 123 Jesse Hall, Columbia, Missouri.

*** See Section I for study guides designed for individual instruction or for objective tests corresponding to the "Group Instruction Material."